

EAA Subj.
File.
[Signature]

15 February 1980

MEMORANDUM FOR THE RECORD

STATINTL

FROM : [REDACTED]
EAA Coordinator

SUBJECT: EAA Meeting [REDACTED]

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1. On 13 February 1980 a meeting was held in the Office of the Chief of Personnel, [REDACTED] Present were:

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[REDACTED], Chief, NPIC Personnel
[REDACTED], Chief, Benefits & Services Div.
[REDACTED], EAA Coordinator
[REDACTED], A Representative
[REDACTED], NPIC Director's Advisory Panel
[REDACTED], Environmentalist

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2. The primary purpose of the meeting was to re-establish the duties and responsibilities of EAA to [REDACTED] Personnel and to see if DAP could give EAA and our [REDACTED] representative some assistance.

3. After much discussion and clarification of many misconceptions, it was decided that our representative would be open for EAA business from 10:00 a.m. to 1:00 p.m., two bulletin boards would be maintained (one on the wall opposite the Credit Union, and one other) which would include the "phone numbers" poster with EAA's information numbers, the EAA representative's name, room number, phone number, and hours of operation, and EAA's Activity news. Small posters from Kennedy Center, Capital Center, etc. will be posted when size permits.

4. Everyone agreed that the more information that could be obtained from the recorded message and bulletin board, the less of a burden it would be on our representative.

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